



**ARIZONA DEPARTMENT OF ECONOMIC SECURITY**

**Janet Napolitano**  
Governor

**Division of Developmental Disabilities**

**Tracy L. Wareing**  
Director

**NOTICE OF INTENDED ACTION  
SERVICE SYSTEM DISCHARGE**

RE:

Dear:

The Arizona Department of Economic Security, Division of Developmental Disabilities (DDD), hereby notifies you of the decision to discharge from all services provided by DDD effective .

This action is being taken for the following reason(s):

If you feel discharge from the Arizona Department of Economic Security, Division of Developmental Disabilities services is not appropriate and you disagree with the decision, you may request an Administrative Review. To do so, you must file a written or oral request for review within 35 calendar days of the date of this letter. You may, mail or deliver your request to:

**Division of Developmental Disabilities  
Compliance and Review Unit  
P.O. Box 6123, Site Code 791A  
1789 W. Jefferson St., 4<sup>th</sup> Floor  
Phoenix, AZ 85007  
Telephone: (602) 542-0419  
Fax: (602) 364-2850**

If you would like assistance or clarification regarding the Administrative Review process, please contact the person listed below:

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District Program Administrator/Manager or other Designee

c:  
Case File  
ALTCS Local Office

Equal Opportunity Employer/Program ♦ Under Titles VI and VII of the Civil Rights Act of 1964, and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, and disability. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program of activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, contact the Division of Developmental Disabilities ADA Coordinator at (602) 542-6825; TTY/TTD Services: 7-1-1.